

**STATE OF RHODE ISLAND  
DEPARTMENT OF ADMINISTRATION  
OFFICE OF ACCOUNTS AND CONTROL**

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**PURPOSE**

To have a state-wide travel agency coordinate all requirements for air travel, surface transportation and lodging for all state employees and/or those individuals utilizing state-related (state, federal, restricted, etc.) dollars, traveling domestically or (as necessary) internationally during a contract period. The state desires to consolidate all travel arrangements and payments, such that meaningful management information can be generated, consistent travel management policies can be developed, and low-cost travel can be effected.

**GENERAL POLICY**

All personnel traveling under these procedures are expected to exercise prudent responsibility when committing state funds. Travel on business should be conducted at minimum cost for achieving the success of the mission. The traveler is expected to exercise the same care in incurring travel expenses that a prudent person would exercise if traveling at his/her own expense.

**PROCEDURES**

1. ADMINISTRATION
  - 1.1 All out-of-state travel shall be processed through the travel agency utilizing the Master Price Agreement [MPA]). The policy includes travel arrangements which are necessary in the course of an employee's position, but which are paid for with non-state funds.
  - 1.2 The State Controller's Office will be the liaison between the designated travel agent and all state personnel.
    - 1.2.1 The State Controller will be responsible for establishing, interpreting, and administering the guidelines of this policy.

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- 1.2.2 The State Controller is designated as the State Travel Administrator.
- 1.2.3 The State Travel Administrator will be responsible for providing assistance and information in accordance with the policies and guidelines established.
- 1.3 All specific travel arrangements shall be made through the designated travel agency. Travel related problems should be brought directly to the attention of the state travel administrator.
- 1.4 All personnel authorized to travel may be required to complete a traveler profile application and submit the completed profile to the state-designated travel agency.
- 1.5 Unauthorized travel or travel utilizing an agent other than the state-designated travel agency shall require the employee to absorb all related costs.
- 1.6 Department Directors and/or the Chief Executive Officers of boards, commissions and agencies shall approve all personnel for all out-of-state travel. In absence thereof, only his/her direct assistant shall be allowed to authorize travel.
- 1.7 Emergency travel demands that arise outside of the normal business hours may be necessary. Department directors or Chief Executive Officers must submit documentation affixed to the travel expense voucher detailing the events necessitating the emergency travel.
  - 1.7.1 The Designated Travel Agency is required to maintain a 24-hour-per-day service.

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- 1.7.2 Travel plans or changes to travel arrangements outside of the normal work-day hours can be completed by calling, Toll Free 1-800-777-7999. The Personal Identification Number is 3KS0.
- 1.7.3 Emergency travel during normal business hours can be approved by calling the State Travel Administrator or his/her Director.
- 1.8 In addition to these travel regulations, Department Directors may prescribe their own departmental procedures to strengthen control and accountability of out-of-state travel requirements. Travel request (A-47) forms and travel expense vouchers (A-14) may be obtained from the Office of Accounts and Control web site: <http://controller.doa.state.ri.us>.
- 1.9 Department Directors and/or the Agency Chief Executive Officers may authorize non-state employees to travel at state expense to conduct state business. The Director shall clearly state on the A-47 that the individual traveler is performing a necessary service, and it is in the best interest of the state to have said individual travel at state expense. The non-state employee will be expected to comply with all guidelines and policies stated in this procedure and will be reimbursed based on this procedure.
- 1.10 Adhere to the following policies if a third party will be responsible for the costs of a trip by a state employee.
- 1.10.1 If the third party will pay common carriers, hotel(s), and car rental agency directly and reimburse the employee directly, the employee **may** use the designated state agency or any other travel agency of his/her choosing or travel agency designated by the third party.

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1.10.2 If the third party will reimburse the state directly for the costs of common carriers, hotels, car rental agencies, and meals and other travel costs, the employee **shall** use the designated state agency only.

2. GUIDELINES

2.1 PLANNING

Travel request (A-47) forms should be sent to the State Controller's Office as far in advance as possible. They must arrive in the Controller's Office no later than twenty-one (21) days prior to the date of travel.

2.2 TRAVEL ADVANCE

If necessary, an employee may obtain a travel advance for conference fees and/or registration. Travelers will be expected to use personal funds for food and other "out of pocket" expenses, subject to later reimbursement.

2.3 TRANSPORTATION

2.3.1 Transportation shall be by common carrier and includes air, rail, bus and automobile.

2.3.2 Allowable transportation accommodations will include coach fares, utilizing the most economical fares possible. Most economical fares consist of the travel agency utilizing **ALL** available travel discounts including Saturday night stay-over where beneficial to the state. If Saturday night stay-over is not possible, the traveler must submit written documentation as to the particular reasons. This could prevent the trip from being approved.

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Travelers must consider the total costs of an itinerary when traveling to/from a particular destination or area. For example, travelers traveling to/from the Washington DC, Baltimore, and Virginia area will be directed to Baltimore/Washington International (BWI) Airport instead on National Airport or Dulles Airport. This is due to the fact that in most circumstances the total cost of transportation (air and ground) into and from BWI is less than air transportation costs alone into National or Dulles.

The state will pay fees/charges assessed by carriers or the designated travel agency for a change in travel arrangements, **if the reason for the change is a business-related emergency.** The traveler will have to explain in writing the business reason for the change.

The state will pay fees/charges assessed by airline carriers or the designated travel agency for re-issuance of an airline ticket, **IF the reason for cancellation of the original ticket and re-issuance is business-related.**

- 2.3.3 The designated state travel agency will be responsible for accounting of all bonus miles obtained by state travelers. Bonus miles and/or other benefits accruing to a state traveler shall be the property of the State of Rhode Island. These bonus credits are to be used **only** for state business, **not personal use**.
- 2.3.4 Personally owned automobiles may be used for out-of-state travel when it is economical to the state. Reimbursement will be made on the basis of miles traveled at the current mileage rate or the common carrier fare whichever is lower.

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2.3.5 When reimbursement for auto mileage is requested in lieu of common carrier fares, the travel request should contain documentation as to the lower cost. The cost of the lowest common carrier fare should be obtained from the designated state travel agent.

2.4 MEAL ALLOWANCE

2.4.1 Meal allowances for state personnel who are engaged in state approved travel, subject to Section 2.4.2 are as follows:

Breakfast .....	\$4.00
Lunch .....	\$6.00
Dinner .....	\$14.00

This is a total of \$24.00 per day. **This amount does not include a \$5.00 per day allowance for miscellaneous items.)** Travelers will not be required to submit receipts for the above meals.

2.4.2 Breakfast is **not** allowed on the initial day the traveler leaves Rhode Island unless common carrier departure is scheduled to occur **prior** to 6:00 AM.

Lunch is reimbursable to the traveler if out of state between the hours of 12:00 Noon and 1:30 PM.

Dinner is **not** reimbursable if the common carrier arrival back to Rhode Island is scheduled to occur **prior** to 6:00 PM.

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2.4.3      Meals provided by common carrier, as part of the registration/conference fee, or provided free-of-charge by a hotel should not be requested for reimbursement. No reimbursement shall be made for alcoholic beverages.

2.4.4      Reimbursement rates shall be in effect for the following:

<b>Office/Title</b>	<b>Meals</b>	<b>Misc.</b>
Governor	Breakfast.....\$6.00	\$10.00
Lt. Governor	Lunch.....\$9.00	
Sec. of State	Dinner..... <u>\$15.00</u>	
Attorney General		
General Treasurer	<b>Total.....\$30.00</b>	
Legislators	Breakfast.....\$4.00	\$10.00
	Lunch.....\$6.00	
	Dinner..... <u>\$10.00</u>	
	<b>Total.....\$20.00</b>	

2.5      LODGING

2.5.1      Lodging will be secured and guaranteed by the designated state travel agent using the agency's ghost purchase card account.

2.5.2      Overnight accommodations will **NOT** be allowed within a 55-mile radius of Providence. Distance from home cannot be used in calculating the 55 mile radius.

Note: The 55-mile limitations includes the City of Boston.

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- 2.5.3 Lodging will be secured by the state travel agent at the nearest possible site to the point of destination. Cost will be a factor in the determination of a site.
- 2.5.4 If lodging is provided by a particular conference and is within reason the most economical in the area, the state travel agent will establish all reservations.
- 2.5.5 Lodging will be provided on a single room basis, or the lowest rate available, if a single room is not available.
- 2.5.6 In the case of a non-employee sharing a room, reimbursement will be at the rate of three quarters (3/4) the double occupancy room rate.
- 2.5.7 At the time that reservations for lodging are made, the traveler should inquire about the lowest cost ground transportation to /from any common carrier terminal to the hotel/motel.
- 2.5.8 In the event of an overcharge for lodging, or the traveler returns earlier than planned, which results in a credit due to the state, the traveler is responsible for obtaining reimbursement from the hotel/motel.

**2.6 AUTOMOBILE RENTAL/TRAVEL**

- 2.6.1 Travelers shall avail themselves of shuttle buses and all other means of public transportation to the extent practical.
- 2.6.2 The use of an automobile rental will be allowed when economically feasible and/or necessary to accomplish the travel mission.
- 2.6.3 A memo from the traveler must be attached to the travel request form (A-47) addressing the following:



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"The State of Rhode Island will save money by the rental of an automobile in lieu of public transportation, due to .....";  
or

"It is necessary to use a rental vehicle for the purpose of this trip due to ....."

**Note:** Should it be necessary to rent an automobile, the traveler is required to obtain the necessary insurance coverage so as to limit the state from liability. Car rental collision or personal injury insurance is not reimbursable.

2.6.4 The following are obligations of the traveler when renting a vehicle to conduct state business:

- ◆ Possess a proper license to operate the vehicle being rented.
- ◆ Wear seat belts, unless expressly excused in writing for medical reasons by a physician.
- ◆ Obey all laws
- ◆ Transporting hitchhikers is prohibited.
- ◆ Consuming drugs or alcohol before or while operating the vehicle is prohibited.
- ◆ Complete a report of any vehicle damage and advise your agency immediately.

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- 2.6.5 Travelers shall fill the fuel tank of the rental car prior to returning to the leasing company.
- 2.6.6 Vehicles may be obtained from the Traveler's Department (pool cars, if available) or from the state motor pool, if available, for ground transportation, where feasible.
- 2.6.7 Personally owned vehicles may be used for travel in place of common carrier when it is economical to the state. **Example:** When two (2) or more state travelers are traveling to the same destination, or when common carrier service is not available. Reimbursement will be made on the basis of miles traveled at the current mileage rate or the common carrier fare whichever is lower.
- 2.6.8 Travelers who use their personally owned vehicles to travel to/from a common carrier terminal will be reimbursed as follows:
- ◆ Reimbursement will equal the mileage from their work station to/from the terminal when they travel from their work station to and from the terminal.
  - ◆ Reimbursement will equal the mileage from their home to/from terminal when they travel from their home to and from the terminal (usually before or after work hours and on weekends).

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2.7 MISCELLANEOUS EXPENSES

2.7.1 The following items will be reimbursable to the traveler in total when **supported by actual receipts:**

- Bus, taxi, airport shuttle service transportation, or rental car gas refill.
- Parking, toll expenses.
- Necessary business telephone calls, fax transmissions or internet connections.

2.7.2 An allowance of \$5.00 per travel day will be provided to the traveler for gratuities, if required.

2.7.3 Conference and registration fees will be provided when supported by proper documentation.

**Note:** Credit card charge slips are not acceptable as a receipt unless an **itemized** vendor invoice is attached. Travelers should make every effort to obtain early payment discount of conference/seminar registration fees.

The traveler **will not** be reimbursed for the cost of any conference/seminar social event (golf outing, awards luncheon or dinner, tours, etc.) which is separate from the conference/seminar registration fee.

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2.8 REIMBURSEMENT

2.8.1 A travel expense voucher (A-14) and a RI SAIL employee expense report must be completed and submitted as soon as the traveler returns, but **no later than five (5) business days** upon returning.

**Note:** Noncompliance with the above may cause future travel approval to be jeopardized.

2.8.2 Documentation that shall be attached is as follows:

- Airline ticket, boarding passes, itinerary
- Hotel receipt
- Car rental form (if applicable)
- Other supporting receipts.

3. METHODOLOGY

3.1 Any employee who has been authorized by his/her department director to travel out-of-state for business purposes shall use the travel agency engaged under the Master Price Agreement to procure transportation and lodging for the business trip.

3.1.1 **Each traveler must complete a travel request form (A-47).**

3.1.2 Prepayment for all travel (air, rail, bus, hotel accommodations and/or automobile rental) will be provided by the designated state travel agent using the agency's ghost purchase card account; therefore, **NO** advance of cash will be made to the traveler.

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- 3.2.2 Upon obtaining the travel authorization number, the travel agency can be contacted to request the necessary travel arrangements. Personnel to call at the designated travel agency are:
- |                                   |                       |
|-----------------------------------|-----------------------|
| Donovan Travel Inc.....           | 1-401-769-0278        |
| Ms. Donna Rodrigues.....          | 1-401-769-0278        |
| <b>Emergency/After Hours.....</b> | <b>1-888-898-9159</b> |

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3.2.3 The employee shall provide the following information to the travel agency for billing purposes:

- Identify himself/herself as an employee of the State of Rhode Island.
- Indicate the travel authorization number (the prefix will identify an account(s) to which to charge the travel expenses and service fees via the department's ghost purchase card account)
- Travel itinerary and plans.

3.3 Upon verifying the travel authorization number, the travel agency shall obtain transportation and lodging in accordance with existing state policies for the employee.

3.4 Upon completion of the arrangements, the travel agency will forward to the traveler a complete itinerary and all necessary tickets.

**4. PAYMENTS TO THE TRAVEL AGENCY**

4.1 The travel agency will charge each agency's purchase card ghost account for all authorized travel during a purchase card billing cycle. A contact person from each agency shall (1) edit the accounting on the purchase card web site, and (2) print a Transaction Detail with Account Codes and Notes report and the monthly statement from the purchase card web site at month end. The printed statement and the Transaction Detail with Account Codes and Notes report will become part of each agency's monthly reconciliation package and shall be submitted to the State controller's Office once per month for payment. The Transaction Detail with Account Codes and Notes report must include (listed in no particular order):

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- Traveler name.
- Travel authorization number, including prefix.
- Account number(s) charged.
- Transportation charges, including the common carrier name, the departure and destination points, date(s) of travel and total cost.
- Lodging charges, including name and location, date(s) of lodging, and total cost.
- Automobile rental cost (if necessary).

- 4.2 Upon completion, the State Controller's Office will import all purchase card accounting information (including those for travel charges) into RI SAIL via a direct pay document.

**Note:** A direct pay document and a separate check will be issued for each special fund charged with travel expenses, due to separate bank account being maintained for each special fund account.

- 4.2.5 The Controller's Office will charge the appropriate cost to agencies, based on the accounts selected on the purchase card company's web site.

**5. REIMBURSEMENTS**

- 5.1 Upon returning, the traveler must file a travel expense voucher (Form A-14) for reimbursement of the following expenses.

- Conferences/registration fees, if prepayment was not requested.

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- Meal allowances.
- Parking fees, toll expenses.
- Shuttle and/or cab fares.
- Miscellaneous expenses.

The travel must include the following with the reimbursement request:

- Airline ticket
- Hotel bill\*
- Car rental invoice (if applicable).

**\*Note:** The traveler shall pay any additional charges incurred in excess of the room rate and applicable taxes.

Although no specific accounting of the types of gratuities is required from the traveler, only gratuities paid for the following types of services are reimbursable: meal (waiter/waitress) tip, baggage carrier tip, hotel room cleaner tip, taxi driver tip, valet services tip and coat checker tip up to a maximum of \$5 per day.

- 5.2 Upon review of the employee expense report and travel expense voucher, the State Controller's Office will process the payment to the employee.